

Checklist for SBRS Nominations

Inside and Outside Nominees

Candidate: _____ IC: _____

Position: _____ Pay Plan: _____ Degree: _____

Please submit **an original and 35 collated copies** of the following documents for each nominee.

Please note that only a list of the nominee's significant publications and five collated copies of each is required. ICs may be asked to provide additional copies during the review process

DOCUMENTS REQUIRED FOR ALL NOMINEES:

- ☐ Completed "Documentation for SBRS Nomination Review" form
- ☐ CV
- ☐ Bibliography
- ☐ List of five most significant publications and five copies of each (35 collated sets are not required, please see note above for more information.)

ADDITIONAL INFORMATION REQUIRED FOR INSIDE NOMINEES:

- ☐ Most recent Board of Scientific Counselor's report
- ☐ List of six or more possible referee names and addresses, at least three from outside NIH

ADDITIONAL INFORMATION REQUIRED FOR OUTSIDE NOMINEES:

- ☐ Search History and summary of grant/funding history
- ☐ Information regarding research resources to be made available
- ☐ Nominee's plans and intentions regarding his or her laboratory
- ☐ Four or five letters of reference, at least three from outside NIH

FOR ALL NOMINEES: IF NOT INCLUDED IN THE ABOVE INFORMATION, PLEASE INCLUDE INFORMATION REGARDING:

- ☐ Education
- ☐ Awards
- ☐ Other professional activities, such as requested editing